

RAMANUJAN COLLEGE
Accredited Grade 'A++ (3.71)' by NAAC
(University of Delhi)
C.R. Park Main Road, Block H,
Kalkaji, New Delhi-110 019
ISO 9001:2008 Certified Organisation



रामानुजन महाविद्यालय
नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)
(दिल्ली विश्वविद्यालय)
सी आर पार्क, मुख्य सड़क, ब्लॉक एच,
कालकाजी, नई दिल्ली- ११००१९
आई एस ओ ९००१:२००८ प्रमाणित संगठन

NOTICE
PLACEMENT & CAREER DEVELOPMENT CELL
Estrange Aurora
Internship Notice

Date- 03rd January 2024

Notice No: 240102

About the Company

Are you struggling with reaching your business goals and finding yourself stuck? Do you want to be heralded as a celebrity? Do you want that euphoric moment where you, your family, and your friends are proud of you & your achievements? Let's help you with your journey to reach that majestic hour of your life. Welcome to Estrange Aurora, where we specialize in helping turn new unique ideas of unique people into successful & developed businesses. We understand that coming up with a new idea is just the beginning of a long journey toward building a successful business. That's why we're here to provide the expertise, resources, and support that you need to take your idea from concept to reality.
Website: <http://www.estrangaurora.com/>

Profile:

1. Company Representative Intern
2. Human Resource Intern

Eligibility: All Courses / All Year

Stipend:

1. Company Representative Intern :- 4800/-
2. Human Resource Intern :- 5000/-

Location: Remote

Duration: 45 Days

Roles and responsibilities:

1. Company Representative Intern
 - Engages with customers or clients and provides service and/or sales.
 - Provide suggestions to management for improving customer service and internal processes.
 - Learns and becomes proficient on internal software systems.

RAMANUJAN COLLEGE

Accredited Grade 'A++ (3.71)' by NAAC
(University of Delhi)
C.R. Park Main Road, Block H,
Kalkaji, New Delhi-110 019
ISO 9001:2008 Certified Organisation



रामानुजन महाविद्यालय

नैक द्वारा मान्यता प्राप्त ग्रेड ए++ (३.७१)
(दिल्ली विश्वविद्यालय)

सी आर पार्क, मुख्य सड़क, ब्लॉक एच,
कालकाजी, नई दिल्ली- ११००१९
आई एस ओ ९००१:२००८ प्रमाणित संगठन

- Assists in creating performance reports.
2. Human Resource Intern
 - Assist in the recruitment process, including posting job openings, screening resumes, and coordinating interviews.
 - Support HR team in onboarding processes for new hires, including documentation and orientation.
 - Assist in employee engagement initiatives and events to promote a positive workplace culture.
 - Help with HR administrative tasks, such as maintaining employee records and updating databases.
 - Collaborate with the HR team to conduct training sessions and workshops for employees.
 - Contribute to the development and implementation of HR policies and procedures.

Skills and Competencies required:

1. Company Representative Intern
 - Strong communication and interpersonal skills.
 - Enthusiastic and goal-oriented with a passion for sales.
 - Ability to work in a fast-paced, dynamic environment.
 - Basic knowledge of sales principles and techniques.
 - Proficient in MS Office applications
2. Human Resource Intern
 - Strong communication and interpersonal skills.
 - Basic understanding of HR principles and practices.
 - Ability to maintain confidentiality and handle sensitive information.
 - Proficient in MS Office applications.

Apply at: <https://forms.gle/dq9vQCMXRBHWu9Vf6>

Last Date to Register: 05th January 2024

In case of any queries, please contact [Mansi](#) (Placement Co-Ordinator).

Note: If you are applying for this Placement/Internship Drive, then it is compulsory for you to attend the interview session, if not then you will be **BLACKLISTED**, and won't be able to appear for any further Placement Drives. We at Placement and Career Development Cell work hard to invite companies at the campus to recruit students, but with this behavior, companies deny to connect with us in further drives.

If your issue is genuine, mail us at placement@ramanujan.du.ac.in explaining why you didn't attend the session.

If your reason would be genuine your name will be withdrawn from the BLACKLIST.